**Recommendation to Use
BlueJeans Meeting Invite Template**

Following is a recommended template to use when scheduling BlueJeans meetings for any type of participant (students, employees, outside of NIC guests etc.). The contents below can be shared on Blackboard Learn in a spot you copy this info, in an Outlook invite or via email by replacing the highlighted text. Do not share meeting ID/URL on a public website or via social media. **Tip 1:** The template assists BlueJeans participants in providing all the links and information required to successfully join a class or meeting. **Tip 2:** Do not use the information provided by BlueJeans in the “Join Information” areas – it is not as thorough nor with enough clarity about which toll-free phone number to access. Thank you.

*North Island College | Centre for Teaching and Learning Innovation | August 6, 2021 version*

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**<INSERT COURSE OR MEETING NAME>
NIC BlueJeans Connection Information**

The information below outlines the connection details. Please connect a few minutes prior to the start time to ensure your microphone, video and speaker connections are working with BlueJeans and you are ready to join the call.

**Meeting URL**

<Paste full BlueJeans URL here e.g., <https://bluejeans.com/XXXXXXXXX/XXXX> this includes the 9-digit meeting ID plus 4 additional digits (passcode) for enhanced security>

**Tips for Connecting**

* **Use BlueJeans App for Best Connectivity:** BlueJeans App with a short download/install at: <https://www.bluejeans.com/downloads>
* **To Join via Browser:** Chrome browser works best with BlueJeans
* **To Join via Phone Audio:** 1.778.807.4955 (toll-free from **within** Canada) or 1.866.599.3622 (toll-free from **outside** of Canada) - enter the meeting ID followed by #
* **To Learn More:** See BlueJeans Support Site <https://support.bluejeans.com/s/>
* **Is Your Computer Ready for BlueJeans?** Take the BlueJeans Diagnostic Test at: <https://diagnostics.bluejeans.com/> and ‘**Talk to Jean**’the Parrot to test connections at <https://bluejeans.com/111>
* **For Better Audio and Video:** Be on a wired connection, sit close to wireless modem location, close all other programs/apps on your computer using the Internet, ask others in house to pause streaming services (e.g., Netflix) or gaming programs, schedule meetings at off-peak times, turn off your video and just have an audio-only call

 **Your Privacy**

If you prefer not to share video of you, turn off the video using the icon at the top of your screen. Alternatively, via BlueJeans preferences area, you can blur your background or use a virtual background. Be aware that using a virtual background or blur takes a lot of bandwidth and may cause connection problems. You can edit your participant name if you access the meeting through the BlueJeans App. If you access by phone, your phone number will show on the meeting screen for other users to see.

**Recommended Technology**

A computer (laptop or desktop), a headset with a microphone or a webcam/with microphone and speakers. See BlueJeans webpage for more details: [System Requirements](https://support.bluejeans.com/s/article/BlueJeans-System-Requirements)

**Note:** *You can join a BlueJeans web call using a smartphone via the BlueJeans phone app, but you may experience poor call quality due to wireless connections. You can also join a BlueJeans web call via phone audio using a cell or landline phone via the meeting ID and toll-free numbers above, while using your computer to view video and screen activity.*

*\*\*Be aware of data and overage charges possibly incurred and charged to you by your cellphone service provider. \*\**